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**DATE: September 5, 2014**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: 2014 Workforce Planning Survey**

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The State Civil Service Commission signed a [resolution](#) at its September business meeting asking the Department of State Civil Service to survey workforce and succession planning throughout state government.

The Workforce Planning Survey is a tool to analyze the current workforce, determine workforce needs, identify the staffing gaps between the present and the future, and formulate and implement solutions for providing the personnel needed to carry out the mission, goals, and objectives of the agency.

The Workforce Planning Survey will be sent, by email, on Monday, September 8, to all major state agencies. Responses will be due Friday, September 19. Please submit only one response per agency. If you do not receive the survey by close of business Monday, please contact Lindsay Ruiz de Chavez, Public Information Director, via email at [Lindsay.Ruiz@la.gov](mailto:Lindsay.Ruiz@la.gov) or (225) 219-9449.

I encourage all state agencies who receive the survey to complete it fully as it will help Louisiana prepare for the changing landscape of state government.

Sincerely,

s/Shannon S. Temple  
Director